Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Computer #: \_\_\_\_\_\_

**Poetry Portfolio: LAB INSTRUCTIONS**

1. Log in to the computer with your student #.
2. Open Google Chrome. 
3. Go to gmail.com and log in to your student email account.
	1. your email is your last name, the first 2 initials of your first name @wsdstudent.net
	2. your password is your student #
4. Once you’re in your email, read the email and open the document I shared with you.
5. **Make a copy of the Template document**:
	1. Click **File** then **Make a Copy**.
	2. **Rename** your document **Poetry Portfolio\_(your initials)**
	3. Click **Share,** and then type my email address (jenorr@wsdstudent.net) in the box. *See pictures below.*





* 1. **Double check that the name of your document has changed to have your initials and that you have shared it with me before you move on.**
1. Using your revised poems, type each poem in the appropriate spot in your document.
2. **Annotate the poems** by highlighting the part the line or words, then clicking on the comment button in the top right corner.
3. Spell Check your article by clicking on **Tools** and then on **Spelling.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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